

HOLLY L. WOLCOTT  
CITY CLERK

SHANNON D. HOPPE  
EXECUTIVE OFFICER

# City of Los Angeles CALIFORNIA



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MAYOR

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CITY CLERK

NEIGHBORHOOD AND BUSINESS  
IMPROVEMENT DISTRICT DIVISION  
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MIRANDA PASTER  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

September 8, 2017

Ellen Endo, Co-Chair  
Little Tokyo Business Improvement District  
106 ½ Judge John Aiso Street #132  
Los Angeles, California 90012

Reference: CF 14-0385

Dear Ms Endo:

The Office of the City Clerk in compliance with the Los Angeles City Council action of June 6, 2017, has prepared the Agreement for the administration of the Little Tokyo Business Improvement District (BID). Enclosed please find two (2) originals of the Agreement between Li'l Tokyo Businessmen's Association and the City of Los Angeles.

In order to fully execute this Agreement, please read the entire contract and all accompanying documents, then have the two (2) authorized officers of the corporation sign and date on page 21 of both original contracts.

Please provide your insurance carrier the completed City of Los Angeles Required Insurance and Minimum Limits form (EXHIBIT 1 of the Standard Provisions) indicating the coverage requirements. Ensure that your coverage is current and uploaded by your insurance broker on the City's online portal (<http://track4la.lacity.org/>), and submit a copy of proof of coverage. Be advised that the City of Los Angeles and its Officers and Employees must be named as additional insured and the City of Los Angeles and all of its Agencies, Boards, and Departments listed as the certificate holder.

Two copies of the following required contractual documents must be completed and signed by the authorized signatory, and submitted with each of the two original contracts, as listed:

1. Compliance with Child Support Obligations (EXHIBIT 2)
2. American with Disabilities Act Compliance (EXHIBIT 4)
3. Contractor Responsibility Questionnaire & Pledge of Compliance (EXHIBIT 5)
4. W-9 Taxpayer Identification (EXHIBIT 9)

All City of Los Angeles contractors, including BIDs, are now required to complete electronic Ordinance compliance documents found online on the Los Angeles Business Assistance Virtual Network (BAVN):

[http://www.labavn.org/misc/docs/BAVN\\_Registration.pdf](http://www.labavn.org/misc/docs/BAVN_Registration.pdf)

In order to do this, go to the web address above, follow the instructions to create an account and complete the Equal Benefits and First Source Hiring form (if applicable) and the Affirmative Action Program form. When completed, email the BAVN Verification Request form to: [rita.moreno@lacity.org](mailto:rita.moreno@lacity.org).

BID administration contracts are typically sole-sourced per City Charter sections 371(e)(2) and 371(e)(10) and are not advertised on BAVN. However, the contract documents must still be completed on BAVN and hard copies returned with the signed contract.

Per City of Los Angeles CAO regulations 11 and 4(B), Business Improvement Districts are exempt from the Living Wage, Equal Benefits and First Source Hiring Ordinance requirements. Upon receipt of this documentation, the City Clerk will complete Departmental Waiver forms on the corporation's behalf, and submitted for verification to the Office of Contract Compliance and placed in the contract.

A copy of the following documents must also be provided by the Corporation:

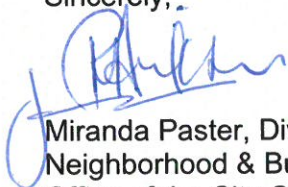
1. Proof of non-profit status (IRS or State tax exemption letter)
2. Articles of Incorporation
3. Bylaws of the Corporation
4. Business Tax Registration Certificate (BTRC) or Exemption letter from the Los Angeles City Office of Finance

Please keep all documents in their original order. One original contract will be kept by the City and the other original of the contract will be sent to you when the contract is signed and attested by the City Clerk. Please return all accompanying documents and supporting documentation with both original contracts to:

Rita Moreno, BID Analyst  
Office of the City Clerk, NBID Division  
City of Los Angeles  
200 North Spring Street, Room 224  
Los Angeles, CA. 90012

Please contact BID Analyst Rita Moreno of my staff at (213) 978-1122 if there are any questions. We look forward to working with you and your organization. Thank you for your prompt attention and consideration.

Sincerely,



Miranda Paster, Division Manager  
Neighborhood & Business Improvement District Division  
Office of the City Clerk

MCP:RMH:rm

Enclosures